THE UNIVERSITY *of* EDINBURGH

How to use your personalised timetable

Welcome

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Welcome

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HOW is your personalised
timetable created?

Your personalised teaching timetable is created in collaboration between the Schools
and the Timetabling Unit. Preparation of the Teaching Timetable starts in January with
the data collection process. This is followed by data creation on the central timetabling
system and the allocation of all teaching activities to rooms across the campus. The final
stage of this process is student allocation.
The Timetable Data team start the allocation of students to their teaching activities as
soon as students' data become available in central timetabling system, i.e. in the last
week of July.

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HOW do you choose optional courses?

There are two helpful tools to support you make your decisions. Those web applications are:

• Course Timetable Browser (CTB) shows you several possible timetables and acts as an aid to plan courses. It lets you explore how your courses will fit into your timetable and what each day will look like for you. It can be accessed through your MyEd or https://browser.ted.is.ed.ac.uk

• Path is an additional tool that allows you to consider your whole degree pathway before your programme starts. You can review your compulsory courses and understand your co-requisite and
pre-requisite courses to see how your outside course choices fit in.   To access go online: https://path.is.ed.ac.uk/

Please note: these tools only assist you in considering your options and do not confirm any course
enrolment. The Timetabling Team allocate students to their classes once courses have been chosen we are not able to offer advice.
Your final optional course choices will be confirmed after discussion with your Personal Tutor (PT)/supervisor.

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WHAT does it show?

The University is committed to delivering *'whole-class'* timetable information (activities that all enrolled students attend together, e.g. lectures), and '*group'* timetable information (e.g. tutorials, labs).
Your personalised timetable shows your teaching activity title, date, time and location. Your Schools may choose to provide your personalised timetable information via other channels, such as Learn or in the Course handbook. If the information shown via other communication channels does not match your 'Timetable on MyPhone', please note that your personalised timetable displays current live timetable information which may have superseded course handbook or Learn information since they were published or uploaded.
In case of any doubts please contact your School for confirmation of the timetable.

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WHEN will your timetable be available on your phone or in the Web Timetables?

'Whole-class' teaching events for your mandatory courses start to be populated in the beginning of August. Allocation to group activities takes place during the second half of September.
After you have been enrolled by your School on your optional courses you will be allocated by the central timetabling team to these courses – whole-class and group activities and their details will be also be fed to Office365 and Web Timetables.

'Web Timetables – My Timetable' should present all the teaching activities you've been allocated to in real time, at the point of allocation.

Office365 calendar will start showing your teaching activities from beginning of August. Due to volume of activities that will be populated in a scheduled phases.

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WHEN will the timetable be available on your phone or in the Web Timetables?

When you can view your personalised timetable?*		
My class is taking place in:	I can check it in O365:	I can check it in 'WebTimetables - My Timetable'
July	July before the activity	At the moment of allocation to the teaching activity. Student allocation take place from late July.

Teaching events appear in Web Timetables within an hour from the allocation. |
August	Min 1 week prior to the activity	
September	by end Aug	
October	by end Sep	
November	by end Sep	
December	by mid Oct	
January	from mid Oct	
February	from mid Oct	
March	from mid Oct	
April	from mid Oct	

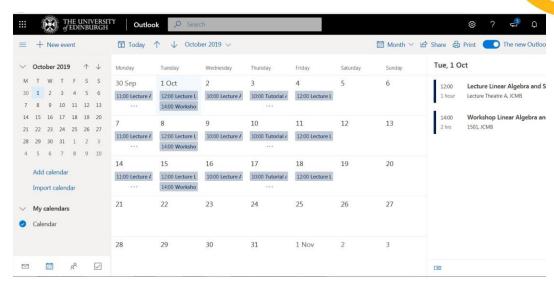*the table applies to 'whole class' teaching activities and dates are estimated depending on load within 365.

If nothing is showing on your personalised timetable, please check with your Personal Tutor or Student Support Officer that your course enrolments have been processed. Once you are enrolled on a course, your timetable will be updated in a central timetabling system within 24h.
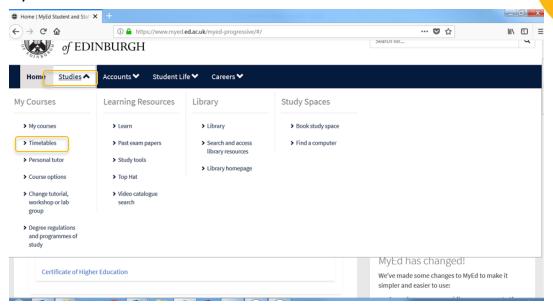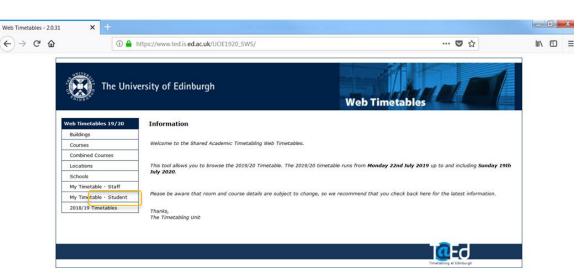
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Office 365 (Timetable on my Phone)

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WHERE can you view it?

Welcome

Web Timetable

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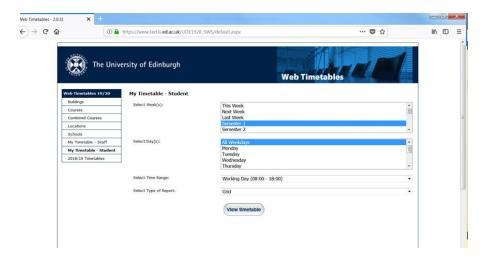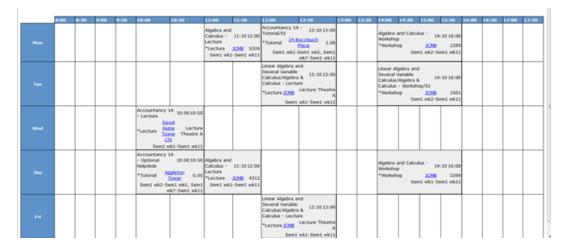
Web Timetable

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Web Timetable

HOW do you request a change to group activities?

Timetabling service offer students the ability to intervene in their personalised timetable and re-schedule those group activities which conflict with each other or student's other commitments such as work or childcare. The Group Change Request Form should be used to request any amendments to your scheduled group activities (e.g. tutorials, workshops, labs).

Thank you

If you have any further questions after the session is over email Timetabling@ed.ac.uk

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